



Town of Amherst, NH
BOARD OF SELECTMEN MEETING MINUTES
Barbara Landry Meeting Room
2 Main Street
Monday, June 13, 2016

1. Call to Order

2. Non-Public Session (b)

Chairman Dwight Brew called the non-public meeting to order at 5:30 p.m.

Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Nate Jensen and Peter Lyon. Also present: Town Administrator, Jim O'Mara. Selectman Tom Grella was excused.

Pursuant to NH RSA 91-A:2, II (b), Selectman Lyon moved, second by Selectman Jensen to enter into non-public session at 5:31 p.m. Roll Call: Brew-yes; Jensen-yes; Lyon-yes; Panasiti-yes. Motion passed unanimously, 4-0. The Board of Selectmen and Town Administrator, Jim O'Mara, discussed the hiring of a public employee. Selectman Lyon moved to exit non-public session at 6:22 p.m. Second by Selectman Jensen. Motion passed unanimously, 4-0.

Chairman Brew stated that in non-public session no motions were made and no votes were taken.

Chairman Brew called the public meeting to order at 6:35 p.m. Attendees: Chairman Dwight Brew, Vice Chairman Reed Panasiti, Selectmen Nate Jensen and Peter Lyon. Also present: Town Administrator, Jim O'Mara, and Suzanne Beauchesne taking minutes. Selectman Tom Grella was excused.

3. Pledge of Allegiance – Daryl D'Angelo, newly elected Chair of the Conservation Commission, led the pledge.

Chairman Brew announced that the Historical Society of Amherst had recently issued a proclamation declaring June 13, 2016 as Richard "Dick" Martini Day. Selectman Lyon read the proclamation which highlighted Mr. Martini's many contributions to the community. Chairman Brew also read a message received from Nancy Baker, Chair of the Library Trustees, stating that "Dick was Treasurer of the Board of Trustees for years, did a lot of work on our invested funds, was active in the collaborative kinds of sharing our Trustees do with other libraries in the Monadnock region, regularly attended NH Library Trustee Association conferences, and when he "retired" from the Board he was an Alternate member for a few years to help the new Treasurer and bring his years of experience to our conversations". She said "Dick is a great guy who loves

his community and the Library Board has enjoyed working with him and sharing his love of libraries. Amherst is lucky to have citizens like Dick – a real role model of community engagement.” Selectman Jensen said that Mr. Martini also served his country in World War II. Selectman Lyon moved, second by Selectman Jensen, that the Board of Selectmen also declare June 13, 2016 as Richard “Dick” Martini Day. Motion passed unanimously, 4-0.

4. Citizens’ Forum

Daryl D’Angelo came forward to introduce herself as a returning member of the Amherst Conservation Commission and as the new Chair of the Conservation Commission, replacing John Harvey who served as Chair of the Commission for 27 years. Daryl also expressed support for the appointment of Victor Bennison as a Conservation Commission member. The Board will be addressing appointments later in the meeting. Vice Chairman Panasiti welcomed Mrs. D’Angelo and expressed thanks to John Harvey for his years of service.

Don Swanson and April Savino addressed the Board. Both citizens are coaches for the softball league who expressed concern with the general administration of the league and the need for appropriate equipment. Ms. Savino said they love the girls but the league is not getting the attention it deserves. They are meeting with Town Administrator, Jim O’Mara, Tuesday, June 14, 2016 and will provide him with information. Administrator O’Mara will provide an update at the next Board meeting.

Chairman Brew announced that Selectman Grella was following the Souhegan High School Baseball team and was attending a championship game in Manchester. He will join the Board meeting as soon as possible.

5. Updates

5.1 Stormwater – No update provide

5.2 Matrix/DPW Recommendations – Record keeping continues

5.3 Bertha Rogers Trust Fund

Selectman Jensen reported that the Bertha Rogers Trust Fund Board of Directors met twice and decided to grant three awards. A total of seven applications were received. Selectman Jensen said the total amount available was \$78,000; the amount awarded totals \$71,915. He said that the Bertha Rogers Trust was a gift of property which was sold and the proceeds from that sale were placed in trust. Applicants for grants must meet three criteria: 1) money must go for the “betterment of Amherst”; 2) funds must go to an organization that would receive a large impact from the grant of money; and 3) the name of Bertha Rogers must be noted in connection with a funded project that builds a facility. The Committee is comprised of one selectman, one state representative, and a trustee. They accept applications every three years. Selectman Jensen moved, second by Vice Chairman Panasiti, to accept the recommendation of the Bertha Rogers Trust Board of Directors and approve for award from the Bertha Rogers Trust the following:

- \$30,000 to Amherst Fire Rescue to purchase two (2) LUCAS devices for automatic CPR in the two ambulances;

- \$33,000 to Amherst Fire Rescue to purchase 20 AED devices which will be placed in all police vehicles and in town buildings;
- \$8,915 to Amherst Heritage Commission to review, reorganize, catalog and preserve the archives in the Town Vault. One stipulation placed on this award is that the archives be titled the Bertha Rogers Archives in her memory.

Motion passed unanimously, 4-0.

On another matter, Selectman Lyon updated the Board that the Department of Environmental Services has reported that of the 162 wells tested for PFOA, 53 sample results have come back with only 4 having levels greater than 70 point per trillion.

6. Town Administrator

6.1 Budget Transfers

Finance Director, Lisa Ambrosio, and Director of Public Works, Bruce Berry, came forward and explained ten budget transfer requests and the Board took action as follows:

- 1) Vice Chairman Panasiti moved, second by Selectman Jensen, to approve Budget Transfer Number 2016-007 from Town Buildings and DPW Admin to Public Works – Town Buildings in the amount of \$7,396 to reconcile actual costs for deferred compensation and longevity, equipment repairs, a dumpster price increase and fuel charge assessment, and costs of paper products. Motion passed unanimously, 4-0.
- 2) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number 2016-008 from and to the Cemetery account in the amount of \$309 to cover electrical equipment usage in the tool house and the outside hire overage due to required upgrades for cemetery mapping not anticipated. Motion passed unanimously, 4-0.
- 3) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number 2016-009 from and to DPW Admin in the amount of \$8,309 moving the part-time secretary from the full-time wage line to the part-time wage line, reconciles overspent accounts due to increased costs and costs associated with bids and Deputy Public Works Director. Motion passed unanimously, 4-0.
- 4) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number 2016-0010 from Cemetery and DPW Highway and Streets to Public Works – Highway and Streets in the amount of \$153,720. Several of the transfers are housekeeping. The road maintenance increase attempts to cover continuing contractual obligations for road paving. Given the light winter months, the town can take advantage of savings to get a jump on road paving. Motion passed unanimously, 4-0.
- 5) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer Number 2016-0011 from and to DPW-Solid Waste in the amount of \$11,325 to realign wages, closing out repairs to transfer station loader, and additional funding to the demolition line. Motion passed unanimously, 4-0.

- 132 6) Selectman Jensen moved, second by Selectman Lyon, to approve Budget Transfer Number
133 2016-0012 from and to DPW – Parks and Grounds in the amount of \$3,402 to reconcile
134 overspent accounts due to equipment failures and repairs from accounts with anticipated
135 surplus. Motion passed unanimously, 4-0.
136
- 137 7) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer
138 Number 2016-0013 from and to police account lines in the amount of \$18,865 to cover overage
139 in gasoline line due to declining gasoline prices in FY16. A portion of funds to Radio budget
140 line to replace obsolete cruiser radios and new equipment to cover cost of polygraph machine.
141
- 142 8) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer
143 Number 2016-0014 from and to Recreation in the amount of \$3,500 to realign budget to proper
144 account; i.e., less lifeguard equipment was required than anticipated. Additional wage budget
145 required due to increased hours and unanticipated hot weather. Motion passed unanimously, 4-
146 0.
147
- 148 9) Selectman Jensen moved, second by Selectman Lyon, to approve Budget Transfer Number
149 2016-0015 from and to Recreation in the amount of \$3,500 to cover sick leave incentive and
150 additional social security required for increased wages from the water account that is expected
151 to have a surplus. Motion passed unanimously, 4-0.
152
- 153 10) Selectman Jensen moved, second by Vice Chairman Panasiti, to approve Budget Transfer
154 Number 2016-0016 from and to Recreation in the amount of \$7801 to cover unanticipated
155 repairs to F350 to pass inspection and additional conference expenses. Motion passed
156 unanimously, 4-0.
157

158 **6.2 Amherst Highway Safety Committee**

159

160 Police Chief, Mark Reams, addressed the Board next, stating that the Amherst Highway Safety
161 Committee (AHSC) met to consider three items. The first was the addition of a stop sign along
162 Manchester Road (northbound) at Mack Hill Road, creating a three way stop at that intersection.
163 The AHSC collected traffic data in the weeks following the reopening of the bridge in November.
164 They agreed to collect additional traffic data this spring and then met to compare and contrast all
165 available information. The AHSC found that the addition of a third stop sign is not supported
166 under the guidelines contained within the Manual on Uniform Traffic Control Devices (i.e.,
167 supported by neither traffic volume nor accident crash data). In addition, a third stop sign was not
168 supported by an independent engineering report supplied by Hoyle, Tanner & Associates. The
169 AHSC recommends against the placement of a third stop sign at the intersection. Vice Chairman
170 Panasiti said cars do exceed the speed limit by 10-15 mph. Chief Reams again stated that the
171 purpose of stop signs is not intended to decrease traffic speed.
172

173 Secondly, the AHSC considered a proposal to replace the yield sign on Middle Street at
174 Courthouse Road with a stop sign. Since the current yield sign is the appropriate traffic control
175 device under MUTCD guidelines, the AHSC voted to first move the yield sign forward to its
176 former location closer to the point of the intersecting roadway. The AHSC will revisit the issue as
177 concerns with the yield sign may overlap with developing concerns regarding parking and traffic
178 safety at Joshua's Park. The Joshua's Park situation will be placed on the agenda of the AHSC
179 soon.
180

181 Thirdly, the AHSC dealt with speeding complaints from residents on Limbo Lane. Due to the
182 recent opening of the Dartmouth-Hitchcock Immediate Care Medical facility, traffic has at least
183 quadrupled on this 2/10 mile section of straight, residential roadway. Traffic collection data
184 demonstrates a speeding concern on this road which the police department is unable to adequately
185 enforce in the absence of a speed limit ordinance. Limbo Lane meets the statutory definition of an
186 urban residence district along with a corresponding *prima facie* speed limit of 30 mph. The AHSC
187 recommends that the Board enact a 30 mph speed limit ordinance for Limbo Lane. Selectman
188 Lyon moved, second by Selectman Jensen, to issue a 30 mph speed limit ordinance for Limbo
189 Lane following the scheduling of two required public hearings. Motion passed unanimously, 4-0.
190 Town Administration O'Mara will arrange a public hearing for each of the next two Board
191 meetings.

192
193 Chief Reams and the Board discussed the ongoing and future parking situation at Joshua's Park.
194 Administrator O'Mara said it is likely the Amherst Land Trust (ALT) will be required to go before
195 the Planning Board again. Chairman Brew suggested contacting the ALT to find out what might
196 be in the works. Administrator O'Mara will follow-up.

197 198 **6.3 Strategic Planning**

199
200 Chairman Brew commented that three years ago the Board initiated strategic planning for the
201 departments. Along the way, the Board recognized that a Board Strategic Plan should be
202 developed and he suggested inviting former Vice Chair Mike Akillian to throw out ideas and help
203 get the process going. Chairman Brew will check on Mr. Akillian's availability on July 11th.
204

205 **6.4 Dog Warrant**

206
207 Town Administrator O'Mara stated that the Board must approve the issuance of dog warrants
208 annually. Selectman Jensen moved, second by Selectman Lyon, to authorize the Town Clerk to
209 issue dog warrants as necessary and to enforce the warrants by the Police Department. Motion
210 passed unanimously, 4-0.
211

212 **6.5 EMS Response SUV – will be taken up at the next Board meeting.**

213 **6.6 Ambulance Purchase – will be taken up at the next Board meeting.**

214 **6.7 Electric Stretcher Purchase – will be taken up at the next Board meeting.**

215 216 **6.8 Trustees of the Trust Funds Alternate Appointments**

217
218 Vice Chairman Panasiti moved, second by Selectman Jensen, to re-appoint Dick Lefebvre and Bill
219 Dunn to one year terms as Alternates to the Trustees of the Trust Funds. Motion passed
220 unanimously, 4-0.
221

222 **6.9 ACC Appointment**

223
224 Selectman Jensen moved, second by Vice Chairman Panasiti, to appoint Victor Bennison as a full
225 member to the Amherst Conservation Commission with his term to expire in 2018. Motion passed
226 unanimously, 4-0. Vice Chairman Panasiti would like to meet Mr. Bennison. Administrator
227 O'Mara will arrange for Mr. Bennison to meet with the Board at a meeting in the near future.
228
229

230 **6.10 ACC Resignation**

231
232 Selectman Jensen moved, second by Selectman Lyon, to accept the resignation, with regret, of Dr.
233 Paul Indeglia's positions on the Amherst Conservation Commission, Pipeline Task Force, and
234 Souhegan River Local Advisory Committee. Motion passed unanimously, 4-0.
235

236 **7. Board Goals Review – taken up later in the meeting.**

237
238 **8. Approvals**

239
240 **8.1 Tax Deed Waivers**

241
242 Selectman Lyon moved, second by Selectman Jensen, to approve and sign the Tax Deed Waiver
243 for the following properties: Map/Lot 002-166-043, Map/Lot 002-166-049, Map/Lot 004-058-
244 008, and Map/Lot 010-030-003. Motion passed unanimously, 4-0.
245

246 **8.2 Eversource Petition & Pole License: Green Road**

247
248 Selectman Lyon moved, second by Selectman Jensen, to grant Eversource a license to install and
249 maintain underground conduits, cable and wires, and maintain poles and structures with wires,
250 cables, conduits and devices thereon, together with such sustaining, strengthening and protecting
251 fixtures as may be necessary along, and under the following public ways: one (1) pole, 66/22-1 on
252 Green Road in Amherst. Motion passed unanimously, 4-0.
253

254 **8.3 Yield Tax Levy/Certification of Yield Tax**

255
256 Selectman Lyon moved, second by Selectman Jensen, to approve and sign a Yield Tax
257 Levy/Certification of Yield Tax for property located at Lyndeborough Road, Map/Lot 5-84 & 5-
258 164 in the amount of \$571.36. Motion passed unanimously, 4-0.
259

260 **8.4 Prorated Assessment Recommendation**

261
262 Selectman Lyon moved, second by Selectman Jensen, to approve a prorated assessment
263 recommendation for property located at 114 Route 101A, Map/Lot 2-42-2 in the amount of
264 \$280,500. Motion passed unanimously, 4-0.
265

266 **8.5 Payroll**

267
268 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll
269 Manifest in the amount of \$185,063.43 dated May 26, 2016, subject to review and audit. Motion
270 passed unanimously, 4-0.
271

272 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll
273 Manifest in the amount of \$365.74 dated May 27, 2016, subject to review and audit. Motion
274 passed unanimously, 4-0.
275

276 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll
277 Manifest in the amount of \$1,129.08 dated May 27, 2016, subject to review and audit. Motion
278 passed unanimously, 4-0.

279
280 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Payroll
281 Manifest in the amount of \$195,973.20 dated June 9, 2016, subject to review and audit. Motion
282 passed unanimously, 4-0.

283 284 **8.6 Accounts Payable**

285
286 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
287 Payable Manifest in the amount of \$39,535.59 dated June 7, 2016, subject to review and audit.
288 (Town Clerk Transfers to the State of NH). Motion passed unanimously, 4-0.

289
290 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
291 Payable Manifest in the amount of \$780,192.77 dated June 1, 2016, subject to review and audit.
292 Motion passed unanimously, 4-0.

293
294 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
295 Payable Manifest in the amount of \$1,203.17 dated June 1, 2016, subject to review and audit.
296 Motion passed unanimously, 4-0.

297
298 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
299 Payable Manifest in the amount of \$50,030.06 dated June 8, 2016, subject to review and audit.
300 Motion passed unanimously, 4-0.

301
302 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve one (1) FY16 Accounts
303 Payable Manifest in the amount of \$2,096,787.00 dated June 1, 2016, subject to review and audit.
304 (School Disbursements). Motion passed unanimously, 4-0.

305 306 **8.7 Previous Meeting Minutes: May 23, 2016**

307
308 Selectman Jensen moved, second by Vice Chairman Panasiti, to approve the Board of Selectmen
309 meeting minutes of May 23, 2016, as presented. Motion passed unanimously, 4-0.

310
311 The minutes of the June 7, 2016 meeting will be taken up at the next Board meeting.

312 313 **The Board took up Agenda Item 7 – Board Goals Review**

314
315 Selectman Jensen reported that a number of people responded to the advertisement seeking
316 interested parties to serve on the Internet Connectivity Committee. Selectman Jensen moved,
317 based on the order that people volunteered, second by Vice Chairman Panasiti, to appoint Betty
318 Shankel, Doug McAllister, Steven Wolsky, Mike Rolland, Chris Buchanan, and Darren Schriever
319 as full voting members, and Ken D'Ambrosio, Paul Levesque, and Brian Dillon as Alternates.
320 Motion passed unanimously, 4-0. Selectman Jensen thanked all who expressed an interest in
321 serving and welcomed all to attend committee meetings going forward. Town Administrator
322 O'Mara noted that the committee will be subject to all rules related to public meetings such as
323 posting notices of upcoming meetings and minutes.

328 **9. New/Old Business**

329
330 Selectman Lyon reported that the Souhegan Varsity Baseball team won their championship
331 tonight.

332
333 Selectman Jensen reviewed pending items as follows:

- 334
335 1) IT Committee charter – still pending
336 2) Fire Station Renovations – details specifications expected by week's end
337 3) Follow-Up Recreation Department – Softball Program concerns
338 4) Strategic Planning with Mike Akillian
339

340 Chairman Brew brought up the issue of policies and the challenge of keeping them up-to-date.
341 After some discussion, the Board felt it would be useful to go through the policies over the next six
342 months, perhaps do a few at a time, to ensure they are reasonable and in accord with state and
343 federal statutes. The Chairman asked that Administrator O'Mara give some thought to the process
344 and the most efficient way of accomplishing the task.
345

346 Pursuant to NH RSA 91-A:3, II (b), Vice Chairman Panasiti moved, second by Selectman Jensen,
347 to enter into non-public session at 8:31 p.m. Roll Call: Brew-yes, Jensen-yes, Lyon-yes, and
348 Panasiti-yes. Vote was unanimous, 4-0.
349

350 Selectman Grella joined the meeting at 8:55 p.m.
351

352 The Board of Selectmen and Town Administrator, Jim O'Mara, discussed the hiring of a public
353 employee. Selectman Grella moved to exit non-public session at 8:42 p.m. Second by Selectman
354 Lyon. Vote was unanimous, 5-0.
355

356 Chairman Brew stated that in non-public session no motions were made and no votes were taken.
357 Selectman Lyon moved, second by Selectman Jensen, to adjourn the meeting at 9:43 p.m. Vote
358 was unanimous, 5-0.
359

360 **10. Adjournment**

361
362 **NEXT MEETING: June 27, 2016**
363
364
365
366
367
368
369

370
371 _____
372 Selectman Nate Jensen
Clerk, Board of Selectmen

Date